

KANATA THEATRE BOARD

Monday, September 12th 2016 - Ron Maslin Playhouse, Kanata, ON

General

Present: James Renaud, Jim Holmes, Paul Gardner, Barbara Kobolak, Justin Ladelpha, Andrew Williams, Karl Wagner, Paul Behncke, Gordon Walls, Susan Sinchak, Jenny McCracken

Absent: Gordon Marwood

Quorum: Yes

Call To Order: 7:30PM

Proceedings

Corrections to the Agenda for the Current Meeting

An addendum to the circulated agenda has been provided to include a presentation by Joy Forbes in regards to submitting Schoolhouse to the EODL Play Festival. Please see new business below for additional information.

Minutes of the Board Meeting on August 22nd 2016

MOTION to accept the minutes from Justin Ladelpha, **SECONDED** by Paul Gardner, Unanimously for. Motion **CARRIED**.

Business Arising From Previous Minutes

- Additional correspondence has been received from Connor Graham, and Elisabeth Levin as a thank you for the Mary Mauger award
- The Last Romance has back filled their critical cast and crew positions, and are steaming ahead towards opening night
- Equivocation is looking for a Sound Assistant, to fill in gaps when the Sound Lead is unavailable
- Changes to the membership list can be send to Paul Behncke, and updates can be performed monthly
 - There have been some email address corrections for entries that were mis-entered
 - The membership list currently reflects the paid members of KT

Reports

Past President

No Reports.

Vice President

No discussions or votes required.

Gordon may be unavailable to be the responsible party for the liquor license on the 20th of September due to a prior commitment. If he is unavailable he will be signing over authority and responsibility for the liquor license.

Liquor License – Last Romance Opening Night – Sept 20 License was granted in early September. I will be putting a crew together this week and buying supplies next weekend.

KT Computer and Internet Committee Next meeting is tentatively planned for Oct. 3 (assuming the board doesn't meet on that date). Originally planned for September, I thought it best to postpone since Sept is full with TLR and the AGM.

Manned the info line for the two weeks that the President was on vacation.

Treasurer

Auditor's Report to the Board

At this point the president and treasurer sign the cover page on behalf of the corporation. The auditors will prepare the final report (basically remove the DRAFT watermark) and provide their final report. The audited report is presented as information to the board and the presented again at the AGM to the members. There is no requirement for the to vote on the audited report. We will ask the members to receive it at the AGM. (See Robert's Rules below if you're so inclined.)

Notes on the Auditor's Report

I have reviewed the financial statements and find they are a fair and accurate reproduction of the financial records provided and substantially align with our own records. The auditors group some accounts differently than we do but these groupings do not make a difference to the net results. Most of the variance is accounting for HST on capital assets, which Jim also struggled with.

Page 2 - says we have an obligation for good financial controls and record keeping. The auditor is responsible for testing our record keeping and controls. They are satisfied that there was sufficient evidence to make a qualified audit opinion. The word "qualified" means there is some uncertainty which gets explained on ...

Page 3 - where they provide the common concern that our revenue is not easy to verify.

Statement of Financial Position - is a list of our assets and liabilities and net assets which is arrived at by subtracting liabilities from the assets.

- Our assets are fairly self-explanatory.
- The bulk of our liability comes from season ticket sales, where we have taken our patrons' money and are now obliged to put on some shows for them.

Statement of Operations and Net Assets - explains how we made and spent our money.

- We made more from ticket sales than last year, most notably individual sales for Mary Poppins and Calendar Girls and the servery operated for 6 productions instead of the typical 5 so that added to our revenue too.
- The big change in spending from 2015 is the split between Building and Theatrical operations: 2 can spend faster than 1. Everything else is pretty much flat year-over-year.
- Box office expenses may be under-reported. Tixhub charges for May and June are under dispute.
- Other revenue includes an increase in rental revenue and HST rebate, which really means we spent more. Still, we made more than we spent, about \$14,000.
- Anecdotally, our publicity was more effective since we spent less and put more bums in seats.

Statement of Cash Flows - explains how our cash position changed from last year at this time.

- we made some money (\$14K)
- we took some charges for depreciation and prepaid lease, which means they aren't worth as much this year as they were last year.
- we scrapped some assets and had to write off the residual value on the books.
- the items under net changes are a moment-in-time comparison to June 30, 2015.
- we converted some cash to capital, but also earned a little reinvested interest.
- in all we added \$33K to our cash over the course of the year

Notes to the Financial Statements - covers everything I just said above more precisely and with much less editorializing.

The full audit report will be available to the membership upon completion, the draft is not attached here in the event of changes.

A question was asked in regards to what box office expenses covers. Karl has indicated these expenses are primarily Moneris (payment processing) and TixHub fees.

Other production covers servery and cloakroom. This increase in revenue is attributed to an intermission in the holiday show which is unusual.

In expenditures, the majority of our Administration and General expense are the Mary Mauger awards.

One of our largest Theatrical Operations costs have been the increasing costs of Hydro. Hydro costs have almost doubled since 2006, which is a large portion of this expenditure.

It was discussed as to whether the Audit Report should be motioned and voted on, however it is not believed that we are legally obligated to vote on the Audit Report. In the event that the board is required, a special session will be held to vote on the Audit Report.

Director, Membership and Training

Wendy Wagner's workshop was a resounding success. Here is the blurb that will appear in Greasepaint and attached separately is a more detailed report prepared by Wendy.

A big thank you to Wendy Wagner for organizing, creating and delivering a very successful Stage Management Workshop over 3 sessions on August 15, 17 & 22. There were 20 registrants including 7 non-members, 4 of which joined Kanata Theatre by the end of the workshop. Lively discussions followed Q&A sessions where participants were able to tap into Wendy's extensive experience and many felt the 'hands-on' exercises were most valuable. Additional participant feedback suggested interest in a 'Mini-tech' workshop for SMs and ASMs that provides the basics on the technical aspects associated with these roles. Consideration will be given to offering such a workshop in the future.

25 new members joined over summer including a significant number of high school students. I shared the new member information and their areas of interest with producers of the next 3 shows so they can reach out directly to these people.

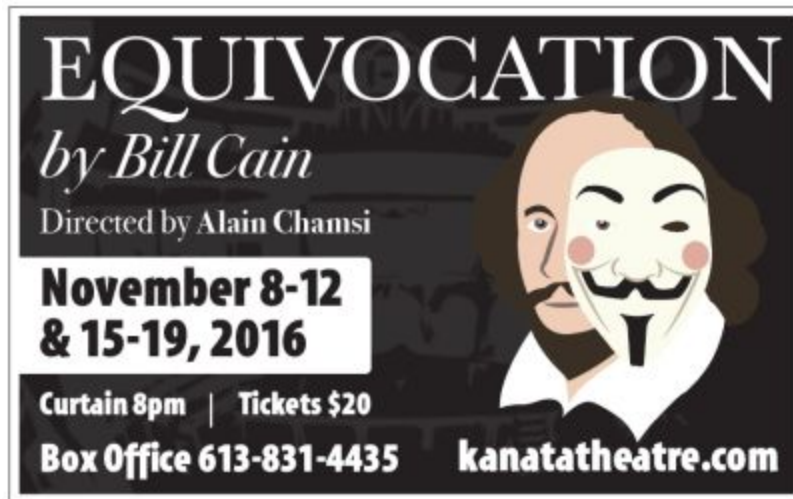
18 new members attended a New Member Orientation night on Wednesday Sept. 7th. We received very positive feedback on the presentation and tour of the RMP. Joy Forbes, Susan Sinchak and the Directors/Producers for High School musical all had a chance to speak during the session and present their upcoming productions and promote the available acting and volunteer opportunities available. Special thanks to Susan Sinchak for helping facilitate the session and processing new member applications.

Wendy Wagner is planning to offer a weekend combat workshop in early January (7/8 or 14/15) for a maximum of 20 participants to be delivered by Aaron Lajeunesse (who has agreed to choreograph the fight scenes in Treasure Island). Total cost would be \$800 (\$100/hour) and would be offset by a \$40/person fee to attend.

Director, Publicity

Number of likes on the Kanata Theatre Facebook page are now up to 1257 by promoting to local Facebook groups like: Ladies who Lunch, Stittsville Moms, Kanata Moms, Ottawa Actors, Ottawa Theatre Network, The Best of Ottawa-West, etc. Shows and auditions are also posted to many Facebook groups.

Equivocation Curbex sign will go up on Monday Oct. 3rd. Lawn signs will also go up during the week of Nov. 10th.



The Senators Hometown Tour event on Aug. 31st went very well. It was a small event with 68 people visiting our booth.

We ran a draw for 2 tickets to any opening night play and that's how I know that 68 people visited our booth.

There was lots of interest in the Kanata Theatre. Brochures and bookmarks were handed out. . Liane Freedman, William Sturgess and Joy Forbes helped man the booth.

Jim and Mary Holmes will be helping manning our booth at the Sept. 16th Kanata Expo 55+ event. We will also have a draw for 2 tickets to an opening night play. Thanks Jim and Mary.



I have sent out a notice to the membership for volunteers to help man the Senators Fan Fest booth to be held on Sept. 25th . This event runs from 9 am to 5 pm so I will have 3 shifts. I have 5 people who have volunteered. There are 8000 people expected at this event. I will also have a draw for 2 tickets to any opening night play.

Jim Holmes and Susan Monaghan will be writing articles for all of this season's show to be published in the Kanata Kourier. Jim has finished the article for The Last Romance and it will be published in the Sept. 15th edition of the Kanata Kourier. Thanks Jim.

Asked Roger's Daytime Ottawa for a guest appearance for The Last Romance on Sept. 19th. Still waiting to hear back.

Last season's pictures is now hanging in the lobby. Thanks for all your help with this Jim and Mary Holmes. Permanent sign for in front of the theatre: This is still ongoing.

Sign for back of building: I have a meeting with Bob Pruner of UTG on Sept. 14th to discuss our requirement for a sign on the back of the building. I would like to have more booths at events throughout the year. I'm investigation which events would be best.

Approved graphic for Treasure Island. Graphic Artist is currently working on Schoolhouse, the last of the play graphics.



A large portion of the marketing is being done through Facebook, however we are still paying for advertising in the Kanata Kourrier. Sue isn't sure if this is still a valid investment. Historically when we haven't paid for advertising we have had difficulty with publishing articles. Given this difficulty in publishing articles, Sue believes she will continue with this advertising avenue.

Director, Box Office

Ticket scanning will not be done for The Last Romance due to extenuating circumstances in regards to trained staffing. Ticket scanning will be taken up at the next available date.

2016-2017 Subscriptions As of 10 September, 2,321 subscriptions have been sold to 958 subscribers for the 2016-2017 season. This compares with 2,277 subscriptions sold to 939 subscribers for the 2016-2017 season, up to 22 August 2016, reported to the August Board meeting. For the 2015-2016 season, at the same time last year 2,270 subscriptions had been sold to 943 subscribers. The final number of subscribers for 2016-2017 is still expected to exceed 1,000, particularly given the number of 3-play subscriptions that are likely to be sold, often as Christmas gifts.

Individual play ticket sales The Last Romance - As of 10 September, 181 tickets (in addition to subscription tickets) have been sold. High School Musical - Ticket sales for High School Musical to 10

September 2016 are shown below (total available seats 2,124): This is 82 more seat sales since the August 2016 Board meeting. The 643 seats sold for High School Musical compares with 670 seats sold for Mary Poppins by the same date last year.

Perf. Day & Time	Performance Date	Single Comp. # Sold	Single # Sold	Single \$ Sold	Series Comp. # Sold	Series # Sold	Series \$ Sold	Total # Sold	Total \$ Sold
Season: Kanata Single Events									
HSM - Disney's High School Musical									
Tuesday Afternoon	27-Dec-16 1:00 PM	0	158	\$1,215.00	0	0	\$0.00	158	\$1,215.00
Tuesday Afternoon	27-Dec-16 4:00 PM	0	136	\$1,110.00	0	0	\$0.00	136	\$1,110.00
Wednesday After	28-Dec-16 1:00 PM	0	92	\$702.50	0	0	\$0.00	92	\$702.50
Wednesday After	28-Dec-16 4:00 PM	0	99	\$742.50	0	0	\$0.00	99	\$742.50
Thursday Evening	29-Dec-16 7:00 PM	0	104	\$837.50	0	0	\$0.00	104	\$837.50
Friday Afternoon	30-Dec-16 1:00 PM	0	54	\$405.00	0	0	\$0.00	54	\$405.00
Disney's High School Musical's Total:		0	643	\$5,012.50	0	0	\$0.00	643	\$5,012.50
Kanata Single Events's Total:		0	643	\$5,012.50	0	0	\$0.00	643	\$5,012.50
Grand Total:		0	643	\$5,012.50	0	0	\$0.00	643	\$5,012.50

TixHub fees Discussion are continuing with TixHub regarding the ticket and subscription fees being charged. Evidence has been provided to support the lower fees that should be charged. A response is awaited from TixHub. Gordon J. Marwood, Director, Box Office, 12 September 2016

Director, Plays

Current status: Still Reading, Reading, Reading! Here are the updated metrics as of this morning:

	July	August	Sept	Description
APPROVED	13	16	21	Meets our minimum benchmark, with a potential Director attached.
ORPHAN	9	20	25	Meets our minimum benchmark, with no potential Director attached.
DEFERRED	9	8	8	Meets our minimum benchmark, but not available at this time (Director conflict, licensing, etc.)
IN REVIEW	59	49	41	Titles that we don't yet have sufficient number of reviews in order to fully rank
DROPPED		38	45	Failed to garner support from the current committee.
NEW	27	11	4	Suggested titles for which we are trying to acquire scripts.

Next steps: The committee will be meeting with the primary intent of answering the questions "What do we want in a Director?" and "What do we want in a Season?" With the 'end of summer/back to school' activities, the committee has stalled, but will be moving into high gear shortly. We have received three applications for picking up an ORPHAN (two of which are for the same title), and these will be brought forward at the next committee meeting.

We are continuing our search for a director for the “Holiday Show”, and I’m looking forward to the General Meeting to try and drum up some interest for this role.

Summer Play Reading:

Summer play reading has wrapped up for 2016. We went slightly over budget on the photo-copying for the summer, and I think we should look to increase it for next year. We tried to re-use titles from our library whenever possible, but on other evenings the copying costs quickly chewed through the \$200 earmarked for this purpose.

There was a view/request that we try and keep a limited version of play-reading operating throughout the year. To that end we will try and host one every couple of months, to keep the play reading spirit alive.

Student Member

Upcoming this week KYOS and KT Kids are starting up again under Andrews direction. Paul Behnke asked what the selection criteria for getting involved. Andrew has indicated that this will be in the upcoming Greasepaint. Teen support is selected based on their general Kanata Theatre involvement. Children is based on the family involvement.

Jenny has sent out the Google Doc for Front of House to the students for Last Romance.

Heather Walt had phoned Jenny regarding getting students as prompters for The Last Romance. The Last Romance has resolved this outside of this request, and the board has indicated to Jenny that these kinds of requests should be through the Producer for the production.

Director, Building Operations

No specific work has been done on the playhouse this month, although that is soon going to change.

Paul Gardner met with Nepean Lock and Door about some of our door problems. They are going to quote on replacing the lock on the stage door (which can no longer be properly reassembled, and is also showing significant signs of wear in the mechanism). They will also quote on new latches for the doors to the stage (the quietest they can find) and then returning the fire doors and the secondary doors into the hallway to their correct positions.

Comfort Air (our HVAC maintainer) has quoted on running new wires and connecting conventional thermostats to replace the marginally functional “control system” now running all of the units in the playhouse. Although it was supposed to be an improvement, it was poorly designed and implemented, and has caused no end of problems for Ron and Justin. Paul has not had the pleasure of trying to reprogram it yet, but doesn’t really want to learn how either. The overall plan is to get this done as quickly as possible, for an estimated cost of \$3000 for parts and labour. Paul was going to cover it in the maintenance budget, but with the somewhat higher than expected cost this may require board approval.

No vote is required, as the costs will be covered as maintenance for a broken system.

Director, Theatrical Operations

Sound System

- Still outstanding items for payment as we have not received invoices yet,
- Issue with add-on card for Yamaha mixer - Card was supposed to have 8 inputs which provides us with microphone inputs. These are only line level and do not work as intended - This information was given to us incorrectly from Yamaha and is in the process of being rectified. Intended plan is to have Yamaha credit the card and provide us with a replacement option.

Sound System Training

- Currently ensuring upcoming sound designers and assistants have necessary training for the upcoming shows. Once that is not a concern, I will be turning to the general membership to host Sound-101 evenings as well as more in-depth training sessions focusing on more technical aspects. This could also lead into hosting an info/training session on video projections as this is becoming a more commonly requested use on shows as well as there are issues with lack of knowledge.

New Business

1. Schoolhouse EODL Play Festival

The floor has been passed to Joy Forbes and Trina Malcolmson at 8:27 PM.

This came about because the 2017 Eastern Ontario Drama League Full-Length Play Festival is a travelling festival. Joy Forbes, the director of Schoolhouse, wondered if Kanata Theatre would support entering this play in the travelling festival, with the proviso that if the KT production received the Best Production award, that it would not go on to the Theatre Ontario Festival (which will be hosted by Ottawa Little Theatre in May 2017). In view of this interest from Joy, I asked her to submit an explanation and prepare a presentation to the Board for the September 12th meeting. The deadline for submission of entries (which involves filling out some forms, and submitting a cheque for \$500 as the entry fee) is October 17th.

Within EODL Festival history, there have been instances where a play received the Best Production award, but was not going to move on to the Theatre Ontario Festival. In these instances, the group putting on the play had indicated ahead of time that, should they win, they would not be able (or be willing) to go on to the T.O. Festival. (Various reasons - usually has to do with the production being too onerous to remount in another setting.)

Please see the attached proposal.

Gordon Walls has expressed concern that private adjudications can be rather intense, and given the younger age of the cast required may cause conflict. Gordon Walls wants to ensure that the cast, and crew, are prepared for the adjudication.

Karl Wagner has also suggested if possible to do the adjudication at the end of the run to alleviate any desire to make major changes during a production.

Paul Behncke has asked about the motivation for entering the EODL Play Festival as adjudication can be obtained without going through the festival route, if the desire is purely educational. Joy and Trina felt that beyond the educational aspect, this would be a good marketing opportunity. KT has not participated in such a festival since 2004. Andrew Williams has asked that if this is approved, if the cast and crew would be required to be available again in the future should the production win. Joy Forbes indicated that by entering, it is understood that if the play did win, it would not be proceeding to the Theatre Ontario festival, and thus not requiring additional time from the cast and crew. Paul Behncke has asked if any other shows or directors have come forward with interest. No other productions have come forward, though given the timing and requirements of the show, it is unlikely that any others would be able to participate.

The floor has been returned to Barbara Kobolak at 8:49PM.

Board discussion:

- Some discussion took place around the nature of adjudications
- Originally in Kanata Theatre history, public adjudications were considered to be somewhat detrimental to a paying audience
- In the event that the production wins, the adjudicator specifically asks ahead of the adjudications if they are unable to continue on
- The production is in the ownership of of Kanata Theatre, the production could not change their mind later

MOTION to accept the proposal as provided to the board by Joy Forbes, by Andrew Williams, and to supply the funding from Membership & Training **SECOND** by Justin Ladelpha. Motion **CARRIED** unanimously.

2. Financial Statements and Preparing for the AGM

- Barbara will speak as promised about crews
- Karl will present the financials, as part of his duties as Treasurer
- Andrew will be discussing the play selection
- Directors of upcoming plays will also be discussing their plays, and drumming up interest
- 50th Anniversary planning was suggested as a topic, Barbara is going to open the floor for some suggestion

MOTION to adjourn the meeting by Jim Holmes **SECONDED** by Andrew Williams. Carried unanimously.

Next Meeting

Monday, October 17th @ 7:30 PM
Ron Maslin Playhouse, Kanata, ON

Closing

The meeting was adjourned at 9:34PM

Barbara Kobolak, President

James Renaud, Secretary